THE CITY OF Fitchburg
WISCONSIN

2018 Community Development Fund

APPLICATION COVER PAGE

Application Date (mm/dd/yy): _____

Organization Name: _____

Federal Tax Identification Number: _____

Address: _____

Executive Director: _____

Phone: _____ Email: _____

Grant Project Director: _____

Phone: _____ Email: _____

Project Name: _____

Project Duration (mm/dd/yy – mm/dd/yy): _____

If the opportunity arises, may we share this application with other funders? _____

Total Project Budget: $_____

Funds Raised/Pledged to Date: _____

Total Amount Requested from the City of Fitchburg (max $10,000): $ _____

Which Priority Neighborhood(s) will be served: _____

PROPOSAL FORMAT

Using no more than five pages for your narrative and one page for your budget, create a proposal using the following format.

1. **Description of Applicant Organization**
   Describe the mission, purpose and programs of the organization. Organization must be a registered 501(c)(3) or equivalent.

2. **Summary Project Description**
   In a single brief paragraph of up to 1,500 characters (2" of text), summarize the project and identify which of the priority neighborhoods will be benefited by the program. Include key components, proposed outcome statements, the number of people involved in the project, and collaborating partners. This summary will be the first thing reviewers see.

3. **Project Purpose Statement**
   Describe the purpose of the program or project, the issues that will be addressed, the significance of those issues, and the impact on the City of Fitchburg. Indicate who will benefit and estimate their number. Describe how your project will expand or complement existing community services, plus any arrangements to collaborate with other organizations.

4. **Proposed Outcomes and Outcome Indicators**
   Outcomes determine whether you are achieving the purpose of the program by describing how the program's activities changed participants. Outcomes statements articulate changes in participants' knowledge, skills, attitudes, values, behavior, condition, or status (i.e. increase, decrease, improve).

   Outcome indicators are the specific items of information (data) that track a project's success relating to outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. Indicators should also include target number and/or percentage changes to be achieved with the project during the grant period (i.e. skills, knowledge, abilities, behavior, etc.).

   In your proposal, identify up to 3 outcomes for your project. Also specify the measurable indicators you will use to determine whether the outcomes have been achieved, including a target for each indicator. If appropriate, an outcome could have more than one indicator with target.

   Identify the data and explain the data collection methods you will use to evaluate whether outcomes are achieved. The data you collect should relate directly to the outcome indicators.

   Note: Outcomes measurement is important information the City of Fitchburg will expect to see in your final report, should your grant be awarded. Your grant budget may include evaluation expenses.

Program Proposals: How does the program impact the Fitchburg community as a whole or any one organization in Fitchburg?

5.   **Activities/Strategies**
Briefly describe the activities and/or strategies to accomplish the proposed outcomes. Provide a work plan, including a timeline and the responsibilities of staff and volunteers. Briefly discuss the qualifications of key personnel. If applicable, describe any trainings, participant selection procedures, or policies.

6.   **Funding Plan**
In narrative form, describe the financial plan for the proposed project. Identify how funds requested from the City of Fitchburg would be spent (i.e., which specific line items of your budget). Indicate if the grant you are requesting would be used as a match or to leverage other sources of revenue. Describe how a grant from the City of Fitchburg would be recognized. Briefly explain how you plan to fund the project when the grant expires. Important Note: This program follows a reimbursement model and payment will be issued after the Program Funding/Performance Report is finalized.

7.   **Budget** (see sample on page 5)
In spreadsheet form, submit a one-page line-item budget covering all projected expenses. Also submit an income budget that identifies all funding sources (other foundations, corporations, individuals, etc.). Please note whether each other funding source is secured or anticipated. The amount of total expenses must equal the amount of total funding sources.

ATTACHMENTS

<u>Please submit all attachments in electronic form only</u>.

1.   List of your board of directors, their affiliations, and current email addresses for each (required). Identify the officers of your board.

2.   Most recent audited financial statement for your organization. If your organization does not have a certified audit by an independent auditor, provide a copy of your most recent, signed Form 990.

3.   Current year income and expense budget for your organization.

4.   IRS determination letter indicating 501(c) (3) tax-exempt status for your organization (**for new applicants only)**.

Optional Attachments

5.   Letters of support (optional – 3 maximum).

6.   Additional attachments important to your proposal (optional).

Sample Budget Format

Expenses	Total Amount	City of Fitchburg	Identify Other Sources (1)	Identify Other Sources (2)
Office Supplies	$0.00	0	$0.00	$0.00
Photocopies	$0.00	0	$0.00	$0.00
Postage/Shipping	$0.00	0	$0.00	$0.00
Other Project/Program Expense (List)	$0.00	0	$0.00	$0.00
Misc. (provide detail)	$0.00	0	$0.00	$0.00
Evaluation Expense	$0.00	0	$0.00	$0.00
TOTAL PROJECT EXPENSES	$0.00	0	$0.00	$0.00

Funding Sources Secured = S Anticipated = A		
Fitchburg Community Development Funds (maximum of $10,000 per organization)	A	$0.00
XYZ Corporation	A	$0.00
ABC Foundation	S	$0.00
In-kind Contributions	S	$0.00
Program Revenues	A	$0.00
TOTAL PROJECT FUNDING**		$0.00

**Total Project Funding must be equal or more than Total Project Expenses.

Provide information regarding applications to other donors (for this project in this fiscal year) which have not been funded.

2018 GRANT CHECKLIST – BEFORE SUBMITTING YOUR FULL PROPOSAL

Please review this checklist. If you answer "yes" to each question, you are ready to submit your proposal.

☐ Did you put your organization's name in the title of all documents?

☐ Did you include your organization's name in the subject of the email?

☐ Did you make sure that your proposal narrative is single-spaced, no more than 5 pages (with 1 additional page for budget), submitted in the requested format, and uses reasonable margins with fonts no smaller than 11 pt.?

☐ Did you make sure the application was sent to City of Fitchburg Sustainability Specialist Erika Kluetmeier at erika.kluetmeier@fitchburgwi.gov?

☐ Did you make sure to include your cover page, proposal narrative, and required attachments?

☐ Did you send us your proposal narrative as a separate document from the rest of the required content?

☐ Did you send us your application electronically as a saved PDF or Word document (not a scanned version)?

☐ Did you make sure to send the correct attachments electronically?

As part of the application process, the City of Fitchburg may conduct a criminal background check on individual grantee(s) and/or principal(s) of the applicant organization. If the individual grantee(s) and/or any principal(s) of the applicant organization have a criminal conviction record, the following will be among the factors considered in determining whether or not the applicant will be eligible for the grant:

1. The nature and gravity of the offense(s);
2. The time that has passed since the conviction and/or completion of the sentence;
3. The nature of the position held by the principal; and
4. Procedures and policies in place to ensure the appropriate handling and use of the monies.